



REGULAR BOARD MEETING
Thursday, September 18, 2025, at 6:00 PM

REMOTE ACCESSIBILITY

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in person at the District Office located at 26540 Vista Road, Suite C, Helendale, California. join remotely: www.zoom.com or Zoom Ap; click on "Join". Enter **Meeting ID 463 173 8547** and Passcode: **HCS D**. Use your computer audio or join by phone with the directions below. Phone-In Instructions: Call **1-669-900-6833**, enter **Meeting ID 463 173 8547**, Participant ID or press #, and enter Audio Password/Passcode: **872103**.

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" feature on Zoom.

3. Consent Items

- a. Approval of Minutes:
Special Board Meeting of September 4, 2025
- b. Bills Paid Report

4. Reports

- a. Directors' Reports
- b. General Manager's Report

Regular Business:

5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
6. Discussion and Possible Action Regarding Approval of the District Calendar for 2026 and Closure of the Office for December 26, 2025
7. Discussion Only Regarding Speaker System at the Park
8. Discussion and Possible Action Regarding Review of SWOT Analysis and Strategic Planning Schedule

Other Business

9. Requested items for next or future agendas (Directors and Staff only)

Closed Session

10. Public Employee Appointment
[Government Code Section 54957(b)]
Title: General Manager

11. Report of Closed Session Items

12. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenzized public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.



Helendale Community Services District

Date: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Special Meeting September 4, 2025
- b. Bills Paid Report



Helendale Community Services District

Date: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Clerk of the Board
SUBJECT: Agenda item #3a
Minutes from Special Board meeting 9/4/2025



**Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING**

Date: September 4, 2025
Time: 3:00 PM
Meeting called to order by: President Ron Clark

Attendance

President Ron Clark	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Vice President George Cardenas	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Gail Guinn	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Artie DeVries	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote
Director Billy Rosenberg	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> In Person	<input type="checkbox"/> Remote

Staff Members Present

Kimberly Cox, General Manager; Alex Aviles, Wastewater Operations Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Administrative Services Manager

Consultants/Guests

Steve Kennedy, Legal Counsel

Christopher Porter, Policy Director – Office of San Bernardino County First District Supervisor Paul Cook

Members of the public

There were no members of the public in attendance.

1. APPROVAL OF AGENDA

Discussion Director Guinn requested to save the Director's reports for an upcoming meeting.

Motion Director Rosenberg made a motion to approve the agenda as amended, postponing the Director's reports.

Second Vice President Cardenas

Vote

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

2. PUBLIC PARTICIPATION

Christopher Porter reported that he will try to get more information on the Jordan Rd. crossing.

3. CONSENT ITEMS

a. Approval of Minutes: Regular Board Meeting of August 21, 2025

b. Bills Paid Report

Discussion None

Motion Director Guinn made the motion to approve the consent items as presented.

Second Director DeVries**Vote**

Vice President Ron Clark	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director George Cardenas	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Gail Guinn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Artie DeVries	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Director Billy Rosenberg	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

4. REPORTS**a. Directors' Reports**

None

General Managers Report

None

Regular Business:**5. Discussion Only Regarding Interest in Construction of a New Gymnasium Facility**

Discussion: The gymnasium is needed for basketball season. The District currently uses borrowed facilities for the basketball program. Practice space is very limited. Each year, it is uncertain whether the church facility will be available for use. The Board requested to have this discussion. Some of the uses that have been suggested for the new facility include basketball courts, senior center, and a performance space. This discussion is intended to discuss the elements envisioned for the facility. In 2021, the district applied for the Statewide Park Grant at the \$6 million maximum. The application did not receive an award. The plan was specifically designed to meet and maximize potential funding based on the grant criteria. The building concept was originally projected at a cost of \$5.9 million. The design was then modified to reduce the cost to \$4.3 million. This involved eliminating rooms, evaluating which components could be completed later, and determining what could be done in-house. MFC offers loans at 4.5% interest with a typical 20-year term. USDA Community Facilities Direct Loan Program offers loans at 4.1% interest with terms up to 30 years. The Statewide Parks Grant will open a round next year. USDA previously had matching grant funds. The district is searching for other grant sources. Director Guinn suggested taking a modular approach, starting with the gymnasium and adding onto it. Director Rosenberg said he thinks that without a funding mechanism this project is out of reach. He would like staff to look at grants, which will determine how we move forward. President Clark said in the interim the District can request to lease the gym from the church, securing the use for basketball season.

Motion: None

Other Business**6. Requested items for next or future agendas (Directors and Staff only)**

Sign Policy – for the outdoor sign

Strategic Plan

President Clark called for a brief break at 3:42 pm. Closed session began at 3:43 pm

Closed Session**7. Conference with Real Property Negotiators**

(Government Code Section 54956.8)
Property: Water Rights
District Negotiator: Kimberly Cox
Negotiating Parties: Bobby Boytor
Under Negotiation: Price and Terms of Payment

8. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 28685 Helendale Road

APN 0466-181-43

District Negotiator: Kimberly Cox

Negotiating Parties: Lee Graham

Under Negotiation: Price and Terms of Payment

9. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 26538 Lakeview Drive

District Negotiator: Kimberly Cox

Negotiating Parties: SBA/TowerCo

Under Negotiation: Price and Terms of Payment

10. Public Employee Appointment

[Government Code Section 54957(b)]

Title: General Manager

Closed Session ended at 5:29 pm

11. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in closed session to discuss the items agendaized, there was no reportable action.

12. Adjournment

President Clark adjourned the meeting at 7:44 pm.

Ron Clark, President

Cheryl Vermette, Clerk of the Board

The Board actions represent decisions of the Helendale Community Services District Board of Directors. A digital voice recording and copy of the PowerPoint presentation are available upon request at the Helendale CSD office.



Helendale Community Services District

DATE: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Andrea Chavis, Customer Service Lead
SUBJECT: Agenda item #3b
Consent Items: Bills Paid and Presented for Approval

STAFF RECOMMENDATION

Updated Report Only. Receive and File.

STAFF REPORT:

Staff issued 56 checks, 17 EFT's totaling \$92,540.32

Total Cash Available	8/28/25	9/15/25
Cash	\$9,519,794.74	\$9,588,507.15
Checks, DFT's/EFT's Issued	\$150,656.60	92,540.32
Paid by Payroll Draft	-	59,586.24

INVESTMENT REPORT:

The Investment Report shows the status of the District funds invested as of 7/31/25

	Interest Rate	Interest Income
CA CLASS*	4.33%	\$28,029.38 Fiscal Year to date
CBB Trust	4.04%	\$59,908.61 Year to date
LAIF	4..258	\$37,745.06 Year to date



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 08/29/2025 -

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 211102187 - CBB Checking					
09/02/2025	29088	Silver Lakes Landscaping and Maintenance LLC	-7,000.00	Check	Accounts Payable
09/02/2025	29089	Sonic Systems, Inc	-2,151.60	Check	Accounts Payable
09/04/2025	29090	Burrtec Waste Industries Inc	-197.48	Check	Accounts Payable
09/04/2025	29091	Cal Fire	-447.43	Check	Accounts Payable
09/04/2025	29092	Christina Flowers	-1,152.00	Check	Accounts Payable
09/04/2025	29093	Imperial Sprinkler Supply, Inc.	-194.69	Check	Accounts Payable
09/04/2025	29094	Mojave Desert AQMD	-3,782.73	Check	Accounts Payable
09/04/2025	29095	On Line Information Services, Inc	-9.36	Check	Accounts Payable
09/04/2025	29096	O'Reilly Auto Parts	-372.94	Check	Accounts Payable
09/04/2025	29097	Rebecca Gonzalez	-600.00	Check	Accounts Payable
09/04/2025	29098	Roto-Rooter Plumbers & Septic Services	-5,186.00	Check	Accounts Payable
09/04/2025	29099	Stericycle, Inc	-102.81	Check	Accounts Payable
09/04/2025	29100	Ultimate Internet Access, Inc	-815.59	Check	Accounts Payable
09/04/2025	29101	Underground Service Alert of Southern California	-26.00	Check	Accounts Payable
09/04/2025	29102	USPS	-372.00	Check	Accounts Payable
09/08/2025	29103	AVCOM Services Inc.	-70.00	Check	Accounts Payable
09/08/2025	29104	Burrtec Waste Industries Inc	-1,237.94	Check	Accounts Payable
09/08/2025	29105	C Wells Pipeline Materials , Inc	-2,192.72	Check	Accounts Payable
09/08/2025	29106	Frontier Communications	-70.15	Check	Accounts Payable
09/08/2025	29107	Frontier Communications	-229.25	Check	Accounts Payable
09/08/2025	29108	Paul's Towing and Roadside Assistance	-380.00	Check	Accounts Payable
09/08/2025	29109	Radwell International, Inc	-102.96	Check	Accounts Payable
09/08/2025	29110	Sierra Analytical Labs, Inc	-979.00	Check	Accounts Payable
09/08/2025	29111	Silver Lakes Hardware	-66.29	Check	Accounts Payable
09/08/2025	29112	C. J. Brown & Company, CPAs	-245.00	Check	Accounts Payable
09/10/2025	29113	RITCHIE BROS AUCTIONEERS (AMERICA) INC.	-9,591.20	Check	Accounts Payable
09/05/2025	29114	NICHOLAS VICTOR VAKKUR	-219.07	Check	Utility Billing
09/12/2025	29114	Void Check	0.00	Check	Utility Billing
09/05/2025	29115	LAUREN A. SMITH	-315.06	Check	Utility Billing
09/12/2025	29115	Void Check	0.00	Check	Utility Billing
09/05/2025	29116	DICK SANTACRUZ	-329.35	Check	Utility Billing
09/12/2025	29116	Void Check	0.00	Check	Utility Billing
09/05/2025	29117	CATHERINE J MOORE	-392.32	Check	Utility Billing
09/12/2025	29117	Void Check	0.00	Check	Utility Billing
09/05/2025	29118	MELISSA I. VILLALOBOS	-289.47	Check	Utility Billing
09/12/2025	29118	Void Check	0.00	Check	Utility Billing
09/05/2025	29119	ROCKET MORTGAGE LLC	-257.83	Check	Utility Billing
09/12/2025	29119	Void Check	0.00	Check	Utility Billing
09/05/2025	29120	LEO ARMENDARIZ	-6.67	Check	Utility Billing
09/12/2025	29120	Void Check	0.00	Check	Utility Billing
09/05/2025	29121	ALEXANDER SHENNAN CAUSEY	-369.49	Check	Utility Billing
09/12/2025	29121	Void Check	0.00	Check	Utility Billing
09/05/2025	29122	MARIA GALVAN	-250.04	Check	Utility Billing
09/12/2025	29122	Void Check	0.00	Check	Utility Billing
09/05/2025	29123	LESLEY WINDHAM	-180.68	Check	Utility Billing
09/12/2025	29123	Void Check	0.00	Check	Utility Billing

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
09/12/2025	29124	Void Check	0.00	Check	Utility Billing
09/12/2025	29125	Void Check	0.00	Check	Utility Billing
09/12/2025	29126	Void Check	0.00	Check	Utility Billing
09/12/2025	29127	Void Check	0.00	Check	Utility Billing
09/12/2025	29128	Void Check	0.00	Check	Utility Billing
09/12/2025	29129	Void Check	0.00	Check	Utility Billing
09/12/2025	29130	Void Check	0.00	Check	Utility Billing
09/12/2025	29131	Void Check	0.00	Check	Utility Billing
09/12/2025	29132	Void Check	0.00	Check	Utility Billing
09/12/2025	29133	Void Check	0.00	Check	Utility Billing
09/02/2025	EFT0005547	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-479.19	EFT	General Ledger
09/02/2025	EFT0005552	SCE Community Center ACH Acct.# 700218740906	-3,693.00	EFT	General Ledger
09/02/2025	EFT0005553	ACH Well #13 SCE Acct 700812965633	-3,705.54	EFT	General Ledger
09/08/2025	EFT0005554	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-33,292.83	EFT	General Ledger
09/09/2025	EFT0005556	SW Gas ACH 4-Plex Acct # 910000817466	-54.46	EFT	General Ledger
09/09/2025	EFT0005557	SW Gas ACH WWTP Acct # 910000010195	-26.43	EFT	General Ledger
09/09/2025	EFT0005558	SW Gas Community Center 910000010177	-12.99	EFT	General Ledger
09/09/2025	EFT0005559	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
09/11/2025	EFT0005560	SCE ACH 4-Plex Acct 700392338368	-520.55	EFT	General Ledger
09/11/2025	EFT0005561	ACH Water Shop SCE Acct 700453074415	-143.52	EFT	General Ledger
09/02/2025	EFT0005565	To record EVO Thrift Store CC Fees 23099	-1,248.98	EFT	General Ledger
09/05/2025	EFT0005566	SCE Street Lighting Acct # 700013030275	-1,786.21	EFT	General Ledger
09/25/2025	EFT0005567	SCE ACH Park Wellheads Acct 700448234519	-16.45	EFT	General Ledger
09/04/2025	EFT0005569	To record Paymentech Fees Acct Ending 6621	-2,530.28	EFT	General Ledger
09/04/2025	EFT0005570	To record Paymentech CC Fees Acct Ending 9479	-717.83	EFT	General Ledger
09/30/2025	EFT0005572	ACH Well #13 SCE Acct 700812965633	-2,033.08	EFT	General Ledger
09/29/2025	EFT0005573	SCE ACH Sod Farm Acct 700255337588	-2,082.86	EFT	General Ledger
			Bank Account 211102187 Total: (73)		-92,540.32
			Report Total: (73)		-92,540.32

Bank Account
[211102187 CBB Checking](#)

Count	Amount
73	-92,540.32
Report Total:	73 -92,540.32

Cash Account
[**No Cash Account**](#)
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
20	0.00
53	-92,540.32
Report Total:	73 -92,540.32

Transaction Type	Count	Amount
Check	56	-40,185.12
EFT	17	-52,355.20
Report Total:	73	-92,540.32

Flagstar Visa Statement 8/2/25

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Total
02-541000	Staff Lunch	84.42								84.42
03-553000	Price Satickers	47.82								47.82
03-556800	Thrifty Store Employee Incentive Gift Cards	495.00								495.00
05-553000	Park Sand / Hand Soap	144.84	47.84	8.62						201.30
05-553300	Band Pizza	60.56								60.56
05-550001	Flag Football Uniforms / Inflatable Tunnel	96.98	43.33	107.98	306.06	180.95				735.30
05-550005	Softballs	160.54								160.54
05-550010	Cheer Camp Uniforms and Supplies	174.42	6.02	455.59						636.03
10-522510	Director's Shirts	46.75	18.63	24.77	39.75	18.91	(18.21)	(18.91)		111.69
10-553200	Postage	2.73								2.73
10-553000	Hand Soap / Sauurge Protector / Monitor Stand	4.31	64.64	38.89	32.31	24.56				164.71
10-556800	Employee Gift Cards - V. Woolley & A. Chavis	25.00	25.00							50.00
Totals	Staff Key:	KC	AA	CC	CV	TM				2,750.10
Due 9-1-25										

Total Due



Helendale Community Services District

DATE: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

STAFF RECOMMENDATION

None.

STAFF REPORT

This matter is at the discretion of the Board. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

Fiscal Impact: As outlined on the attached Expense reports

Possible Motion: Approve Expense Reports as presented

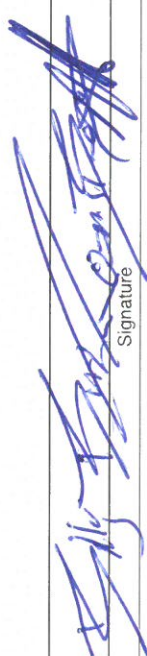
Attachments: Spreadsheet of cumulative meetings
Director's Expense Reports

BOARD COMPENSATION REPORT

ROLLING 12-MONTHS

Name	Title	Type	10 2024	11 2024	12 2024	1 2025	2 2025	3 2025	4 2025	5 2025	6 2025	7 2025	8 2025	TOTAL
Clark	President	Compensated	5	4	4	2	2	3	5	4			4	36
		Non-Comp	0	1	0	0	0	0	0	0			0	1
Cardenas	Vice President	Compensated	3	2	2	1	2	0	2	2				16
		Non-Comp	3	2	2	1	2	2	5	3				24
Guinn	Director	Compensated	3	6	4	2	3	4	9	4	6	2		45
		Non-Comp	1	2	1	3	1	0	4	2	2	0		17
Rosenberg	Director	Compensated			2	7	4	2	8	7	4	4	7	47
		Non-Comp			0	0	0	0	0	1	0	0	0	1
DeVries	Director	Compensated			2		4	2	6	4	4			22
		Non-Comp			0		0	2	2	1	0			5

HELENDAL COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER										
Name		Pay Period Ending								
Billy Rosenberg										
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category		
8/19	Event		\$	\$	\$	Y				
	Description of Public Benefit	pre board meeting								
8/21	Event		\$	\$	\$	Y				
	Description of Public Benefit	meeting with gm								
	Event		\$	\$	\$	Y				
	Description of Public Benefit	Board meeting								
9/2	Event		\$	\$	\$	Y				
	Description of Public Benefit	meeting with gm								
	Event		\$	\$	\$	Y				
	Description of Public Benefit	go over agenda for Board meeting								
9/4	Event		\$	\$	\$	Y				
	Description of Public Benefit	Board meeting								
	Event		\$	\$	\$					
	Description of Public Benefit	monthly Board of Directors meeting								
	Event		\$	\$	\$					
	Description of Public Benefit									
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total		
			\$	\$	\$		\$	\$		

Signature		Date
		

Expense Categories	
A: Public Meeting governed by Brown Act	G: Meeting w/GM or Designee regarding District Operations
B: Public Event *	H: Meeting w/auditors, attorney or consultant retained by District
C: Representation at Public Meeting/Event *	I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
D: Representation at 501 C3 Board *	J: Meeting w/organization with interests in matters involving functions or
E: Conference/seminar/Training Program related to District *	K: Meeting pre-approved by the Board of Directors
F: Ad Hoc committee of the Board	* Written or verbal report required to be presented at the next Board meeting
	Mileage 65.5 c

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8-25 2025	CSDA Conference	355	\$	\$	\$	Y		
	Travel day							
8-26 2025	CSDA Conference		\$	\$	\$	Y		
	TOOK classes to be a Better Band member							
8-27 2025	CSDA Conference		\$	\$	\$	Y		
	TOOK classes to be a better Band member							
8-28 2025	CSDA Conference	355	\$	\$	\$	Y		
	Travel day							
	Event		\$	\$	\$			
	Description of Public Benefit							

Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
	\$	\$	\$		\$	\$

Signature _____ Date _____

Expense Categories
A: Public Meeting governed by Brown Act
B: Public Event *
C: Representation at Public Meeting/Event *
D: Representation at 501C3 Board *
E: Conference/seminar/Training Program related to District *
F: Ad Hoc committee of the Board
G: Meeting w/GM or Designee regarding District Operations
H: Meeting w/auditors, attorney or consultant retained by District
I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
J: Meeting w/organization with interests in matters involving functions or
K: Meeting pre-approved by the Board of Directors
* Written or verbal report required to be presented at the next Board meeting
Mileage 65.5 ¢



Helendale Community Services District

Date: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Approval of the District Calendar for 2026 and Closure of the Office for December 26, 2025

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the annual calendar.

STAFF REPORT:

Office closure:

In discussion with administrative staff, the 26th of December falls on a Friday this year. Given how light holiday traffic is and requested vacations, Staff is requesting that the office be closed that day. Anyone wishing to take the day off will use vacation leave. The after-hours number is available for any emergency that may arise and field staff will be available.

2026 Draft Calendar:

The calendar serves as guidance each year for Board meetings, office closures, and other District events. Attached, for the Board's consideration, is the proposed calendar for 2026. As has been typical, there is only one board meeting in January and July. Depending upon how the Board meetings fall relevant to the Christmas holiday from time to time the second meeting in December is also cancelled. For 2026, the second meeting of December would fall on the 17th which is one week before Christmas, however, the Board can decide to eliminate that meeting as December is typically, a light month for agenda items.

Last year the District hosted an Association of San Bernardino County Special District's dinner meeting, typically held the 3rd Monday of each month. If the Board is interested in hosting a meeting again this year that can be added to the calendar.

The concert series will run from May through October with the 9/11 Tribute concert on September 12th next year. October will be the Public Safety emphasis Concert on 10/10.

We did find a conflict with the proposed yard sale schedule as there is a Clean Up Day scheduled for April so Staff is proposing to move the Yard Sale events from April and May to May 3 and June 7.

Other items are noted on the calendar including Thrift Store closures, holidays, and when timecards/expense reports are due. Tentative youth sports schedules are also included but are subject to change as we coordinate the seasons.

The Operational Anniversary, when the District took over field operations from County, is on Tuesday, April 1st. On this noteworthy date at midnight, County Special District staff walked off a leak in progress and turned over operations to the District and High Desert Underground, our contract operator at the time.

On April 3, we will be celebrating the retirement of the District's first General Manager, after 19 years at the helm, as the District transitions to new leadership and a bright future ahead!

FISCAL IMPACT: None

POSSIBLE MOTION: Approve the office closure of 12/26 and the proposed District Calendar for 2026

ATTACHMENTS: Draft 2026 District Calendar

2026 HELENDALE CSD CALENDAR

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	3
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
					1	2
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	HOLIDAY
	COMMUNITY CLEAN UP DAYS (Draft)
	HCSD 19TH OPERATIONAL ANNV APR 1
	HCSD BOARD MEETING
	CONCERT IN THE PARK Helendale Night Out 10-10-25
	Yard Sale/Holiday Boutique
	Thrift Store Sales

* TIME CARDS DUE

HOLIDAYS			
Jan. 1	New Year's Day	Sept. 1	Labor Day
Jan. 20	Martin Luther King Day	Nov. 11	Veterans Day
Feb. 17	Presidents Day	Nov. 27-29	Thanksgiving
May 26	Memorial Day	Dec. 24, 25	Christmas Eve/Day
July 4	Independence Day	Dec. 31	New Year's Eve

Each employee receives 1 floating holiday each year.

YOUTH SPORTS/THRIFT STORE IMPORTANT DATES	
* YOUTH SOCCER - PROPOSED DATES:	9/19 - 11/7
* YOUTH BASKETBALL - PROPOSED DATES:	1/10-2/28
* FLAG FOOTBALL - PROPOSED DATES:	6/6-8/2
* THRIFT STORE CLOSED:	1/1, 5/25, 7/4, 9/7, 9/17, 11/12, 11/26-27, 12/24-25
* THRIFT STORE FALL SALE :	9/18
* THRIFT STORE CHRISTMAS SALE :	11/13



Helendale Community Services District

DATE: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion Only Regarding Speaker System at the Park

STAFF RECOMMENDATION

Staff seeks input from the Board regarding this item.

Staff Report

This item was requested to be discussed by a Board member and has been agendaized for discussion only as Staff seeks input from the Board.

During the concerts each band brings their own sound equipment. It has been noticed that the sound varies amongst the different groups. By having the groups bring their own equipment it saves renting the systems from a third party.

A few years ago another director requested speakers for the park and Staff found a portable system for \$10,000 that you will notice in use from time to time. Unfortunately the speakers have not been as loud as desirable, however, they have filled the need to opening sports day announcements, etc. In the event that the Board wanted a professional level sound system, it would require set up and tear down after each use and a location for storage. Staff does not have any estimates for the cost of such a system at this time.

Staff seeks direction from the Board regarding this matter.

FISCAL IMPACT: To Be Determined

POSSIBLE MOTION: None

ATTACHMENTS: None



Helendale Community Services District

DATE: September 18, 2025
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Review of SWOT Analysis and Strategic Planning Schedule

STAFF RECOMMENDATION

Staff seeks input from the Board regarding this item.

STAFF REPORT:

This item was requested to be reviewed by the Board prior to drafting the Strategic Plan. As the Strategic Plan provides guidance for the District moving forward it is important that it represents the vision of the Board. Input and guidance for Staff are desired.

The District has been working on completing a Strategic Plan for several months. Meetings have been held with Staff and the Management Team to provide the Strengths, Weaknesses, Opportunities and Threat (SWOT) analysis which is a key component of the strategic planning process. The assistance of an Ad Hoc committee made up of Board member Guinn and Vice-President Cardenas has been very helpful in moving this project forward. One July 17, the Board held a workshop and completed a SWOT analysis. That information is attached for review and discussion.

Based upon any direction from this meeting Staff would anticipate bringing back a draft document by November for review and consideration by the Board.

FISCAL IMPACT: None.

POSSIBLE MOTION: At the pleasure of the Board

ATTACHMENTS: SWOT Analysis completed by the Board
SWOT Analysis completed by Management Team

BOARD SWOT

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Buildable land around us	Buildable land around us	Update the wastewater plant	Low income housing
Isolation	Isolation	Partnerships	Remote - drivers speed and break laws
Small community that is participative and involved	Bureaucracy	Grant Funding Opportunities	Infrastruction of roads
Experienced grant writer	Limited Funding	Railroad	Change in moral perception
Experienced work force	New Employee Quality Job Pool	Technology Adoptions	MWA Rampdowns
Staffing	Distance from markets	Working with our youth	Perceived as low income area
Delivering quality updated product	Distance from law enforcement	Expand community center	Security of water storage
Strong capital funding	Changing demographic	Senior Center	State and federal regulations
Diverse skill set in community	Railroads	Programs: Senior and Youth	Economic downturn
Water Rights	Extremes in temperature	Purple Pipe	Fuel shortage if there's an emergency
Community trust	Low level of cultural opportunities	Affiliations with hospitals and businesses	
Financial stability	Senior care	Talented people in community can be resource	
Amenities in SLA	Size: low numbers = low clout with politicians		
Proactive with PFAS			

MANAGEMENT TEAM

STRENGTHS	WEAKNESSES	OPPORTUNITIES
Vision amongst Managers	Finding funding for projects	WWTP Engineering
More affordable place to live	Community collaboration	New well on east side of river to service business & Com Cntr
Personal support from GM	Public Outreach - Tech staff doing presentation for schools	Build Water Treatment Facility
Staff knowledge	Small community doesn't get same attention from county Roads, police, code enforcement	Incorporate Strategic Planning into future actions
GM Coaching and mentoring process	Costs increases for supplies and materials	Embrace challenges as opportunities for growth
Unified end goal	Material and supply delays	Grow with BIG as development will come
Supportive and willing to adapt	Rural location	Larger baseball field for older kids and tournaments
Staff support	Resources	Communicate Board's process for replacing GM as early as possible
Work together well	Future need to raise rates	Working with other Districts and organizations
Volunteers	Lack of public at Board meetings	Advancement Opportunities
Support from other districts or cities	Community involvement	Growth of District
Good working relationships with regulatory agencies	Regulatory burden - new reports, processes, water quality changes, etc.	Developing an easier customer interface
Vision of seeing opportunities for growth & collaboration	Employees who are not aligned with District's core values, vision, mission	Volunteers
Partnership with organizations: SLA, CERT, County, etc	Planning for the unknown - Vulnerability	New technologies
Dedicated staff member who align with Mission/Vision/Values	Challenge with recruiting due to location	Community engagement
Optimism & positivity as a management team		Collaboration with Board
Supportive and trusting Board		Third party team building events
Knowledgeable & Educated Management Staff		Upgrading infrastructure
We share knowledge		Make every customer feel welcomed and informed
Adaptability		Open house event for 20 year Anniversary in 2027
Innovative Ideas		WWTP Upgrade and related staff education
Extensive professional network		Website as a tool
Community Center has become hub of activity		Gymnasium as feasible
Staff always willing to step in and do whatever it takes		Learning new processes
Engaged community		More soccer fields at park
The Public's view of District and District staff		Recruitment of staff
Collegiality of management team - Works extremely well together		
Positive relationship with legislators		

THREATS
Food waste waiver expiring
MCL's becoming stricter
Crime
Infrastructure aging
Raising rates to meet unfunded mandates
Funding
Natural disasters
Loss of operators
Watermaster judge
Regulatory changes with Tertiary water
The unknown
Workforce pool
Keeping technical staff (competitive market)
Lead time on equipment
Terrorism
Loss of institutional knowledge (Board & Staff)
Financial impact of Capital projects